

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations

Bureau: Workers' Compensation Regulations

Date Posted: 07/31/2008

Job Category: Business and Financial Operations

**Position
Number:** 66204472

Position Title: COMPLIANCE SPECIALIST

**Bargaining
Unit:** 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$36,187.00 to \$45,234.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum

Salary Info: qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 6

Closing Date: 08/19/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

Some travel and overtime may be required. For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position makes decisions on behalf of the Department and recommends to the Montana Self-Insurers Guaranty Fund regarding approval or denial of employers' or groups of employers' on initial and yearly renewal applications to self-insure Montana workers' compensation claims or employers' electing to self-insure using the Taft Harley Trust Funds. Analyzes the applicant's financial condition by review and classification of financial statements; computes indicative ratios and compares performance against industry norms; examines cash flow; reviews commitments and contingencies; examines auditor's report, and uses other analytical tools as needed to determine whether the applicant has the financial ability to self-insure. Determines the average exposure of the applicant to losses by reviewing loss history for liability incurred and frequency of work-related injuries. Prepares written report on behalf of the Department and/or the Montana Self-Insurer's Guaranty Fund detailing applicant's operations, results of financial analysis, results of investigation of employer's loss exposure, and overall suitability to self-insure in accordance with workers' compensation statutes, rules and case law.

Coordinates the Division's actions in the event of bankruptcy, insolvency, rehabilitation or other financial problems experience by a self-insurer. Obtains appropriate loss and liability records; recommends emergency actions; communicates with Montana and other state insurance commissions. Assures adequate usable security deposits are maintained by the Division to guarantee the payment of workers' compensation liabilities incurred by self-insured employers.

Calculates the Administrative, Rehabilitation, and Subsequent Injury annual assessments. Stays abreast of developments in workers' compensation that affect self-insurer activities in the state, including court decisions that change the liabilities of the insurer for workers' compensation, and the financial condition of insurers. Prepares rules governing self-insurer operations, and/or other rules, policies, and procedures to implement the state's responsibilities for enforcing workers' compensation self-insurers requirements. Develops and writes new legislation affecting self-insurance regulation. Prepares reports to document and disseminate information on all tasks, including results of investigations; disseminate and explaining laws, rules and policies governing insurer regulation. Makes presentations on behalf of the Division at seminars, workshops, and meetings explaining Division rules, regulations and procedures.

Competencies:

The successful incumbent must have knowledge or the ability to acquire knowledge within a reasonable period of Workers' Compensation and Occupational Disease Acts. Must have considerable knowledge of business financial statements, trends, and accounting methods; familiarity with general insurance principles and practices; and

financial analytical techniques.

Must have the ability to organize, develop and implement work plans; read, interpret and communicate legal statutes, rules, regulations, and case decisions; perform required underwriting responsibilities; carry out investigations and loss exposure and financial analyses; make effective policy decision for action on regulatory and compliance conditions applied to self-insurers and private insurance carriers; effectively manage a workload of highly complex, varied and dynamic content; and conduct analysis and prepare effective reports for all facets on the job. Must be able to establish and maintain effective working relationships with division personnel, other agencies, insurers, adjusters, employers, attorneys, risk managers, and bankers; and communicate effectively orally and in writing with all of the above, compensation claimants and the general public.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor degree in public or business finance or a closely related field and one year experience in accounting, insurance, commercial lending, administrative work, or a related field.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Application materials required are:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts (unofficial transcripts are acceptable) or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Applications will be accepted via email, fax, or postal mail using addresses provided on front page.

**MPEA selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

***If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. How does your education and previous experience qualify you for this position and what particular strengths do you have to offer to the position?
2. What type of experience have you had working in or managing situations that involve making decisions which have significant financial outcomes? Detail, as much as possible, the way in which you used policy and procedure to ensure your effectiveness.